



Hendry County Sheriff's Office

General Order 18.2

TITLE: Field Training and Evaluation Program	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: July 30, 2018	REVISION DATE: May 23, 2019
RELATED REFERENCES: <i>Criminal Justice Standards and Training Commission Rule 11B-27.00213</i> <i>CFA: 4.03M, 10.03M, 10.04M, 10.07M</i>	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 23, 2022

I. PURPOSE: The purpose of this order is to inform members of the Field Training and Evaluation Program.

II. SCOPE: This order shall apply to all sheriffs' office members.

III. POLICY: Hendry County Sheriff's Office requires all newly sworn law enforcement personnel to successfully complete the Field Training Program prior to assignment to a solo law enforcement position.

IV. PROCEDURE:

A. Field Training and Evaluation Program (FTEP)

1. The Sheriff's Office requires all Sworn Deputy Sheriff's to successful complete the Florida Basic Recruit Training Program, or its equivalent, prior to assignment in any capacity in which a sworn member is allowed to carry a firearm or is in any position to make an arrest. Sworn members participating in a Field Training Program under a Temporary Employment Authorization (TEA) will adhere to the Criminal Justice Standards and Training Commission (CJSTC) Rule 11B-27.00213
2. The Sheriff's Office requires all sworn Deputy Sheriff's to follow and complete the Field Training and Evaluation Program. FTEP will be valid, consistent, reliable, organized, standardized, equitably evaluated, and closely supervised.
 - a. The FTEP will be reviewed by the Field Training Committee on an annual basis or as needed. Any recommendations to the FTEP will be submitted to the committee on a memorandum, thru chain of command.
3. The FTEP consist of two week agency orientation training and four phases of field training, which will be addressed in the field training program.
 - a. Orientation training shall include report writing, policies, procedures, plans, programs, rules and regulations, organizational structure, accreditation standards and process, advanced

- b. training and equipment familiarization specific to the HCSO.
 - c. The first three phases of field training shall be a set time period with additional time for remedial training, if needed. During Phase four the Trainee will continue to train but operate in a “solo officer” capacity, under the direct supervision of the field training officer, until the end of the phase.
 - d. Trainee Deputy will be required to successfully complete each written exam prior to being released into the next phase.
- 4. The Trainee Deputy will be assigned to a selected Field Training Officer.
 - 5. At any time in the FTEP a Trainee Deputy may demonstrate an inability to perform at an acceptable evaluation level in a given area. When this occurs, the Field Training Officer recognizes a deficiency and the Trainee Deputy may benefit from remedial training. The Field Training Officer will document and notify the Field Training Coordinator, who will develop a specific remedial plan to correct the deficiency. Remedial training plan will not exceed four weeks. If the Trainee Deputy fails to participate in the remedial training and cannot consistently perform at an acceptable evaluation level, the Trainee Deputy will be separated from HCSO.

B. Field Training Officers (FTO)

- 1. The selection of Field Training Officers is conducted and based on the needs of the agency. The process is as follows:
 - a. Meet the qualifications for a FTO
 - (1) Completed probationary period.
 - (2) Minimum of two years of law enforcement experience.
 - (3) Recommended by their immediate supervisor.
 - b. Deputies who have met the above qualifications for a FTO and wish to be considered as an FTO shall submit a memorandum, through the appropriate chain of command to their Lieutenant.
 - c. Recommendations are sent from the Lieutenant to the Field Training Officer selection board for final approval and appointment to FTO. The Selection Board will be comprised of the Training Director, the recommending Lieutenant, a Sergeant from a different squad, and the Sheriff or his designee.
- 2. Attend approved training courses that enhance and improve the FTO’s knowledge, training abilities, and other important skills, and at a minimum, the FDLE’s CMS Field Training Officer Program.
- 3. Selected FTO working with a Trainee Deputy will fall under the supervision of the Field Training Coordinator.
- 4. FTO responsibilities
 - a. Oversee and monitor the Trainee Deputy.
 - b. Manage a schedule which will incorporate all phases of training.

- c. Counsel, encourage, and train the Trainee Deputy.
- d. Document all the Trainee Deputy's training.
- e. Complete all DORs and ensure that standard evaluation guidelines are utilized and trainees are receiving necessary training and documentation
- f. Update the Field Training Coordinator on the status of the trainee and any potential problems.
- g. Provide documentation if necessary for remedial training plan for trainees.
- h. Provide documentation if necessary of remediation, extension, termination or retention for recruit deputies.

C. Evaluation

1. FTO will complete the Daily Observation Report (DOR) based on the Trainee Deputy performance in each category of training. This is to ensure that each Trainee Deputy is evaluated on the facts concerning his/her performance.
2. FTO shall complete all Field Training Forms, which will go with the Trainee Deputy through the different phases and entries will be made when appropriate. Entries will consist of date and time of explaining that performance has been demonstrated.
3. FTO will immediately address and document any deficiencies in performance by the Trainee Deputy. The FTO will keep a file on each Trainee Deputy.
4. All documentation will be filed and become a permanent record maintained in the Trainee's Training file. A copy of the memorandum documenting the compliance of FTEP by the Trainee Deputy will be placed in the trainee's personnel file.

V. GLOSSARY:

FIELD TRAINING AND EVALUATION PROGRAM (FTEP) – A comprehensive outline of the modular training used by the FTO in the training process. The Program establishes policy, procedures, and guidelines for training and evaluating.

FIELD TRAINING OFFICER (FTO)- A specially selected and trained deputy, who is given the responsibility of guiding a trainee through the FTEP.

FIELD TRAINING COMMITTEE- A committee selected by the Sheriff or his designee, to review and monitor the FTEP. The committee will update FTO on current issues in field training techniques.

TRAINEE DEPUTY- A newly hired employee classified as a Trainee Deputy and assigned to the FTEP.

REMEDIAL TRAINING- Additional training that trainee receives after consistently demonstrating an unacceptable level of performance in a specific category of the DOR or personalized training to correct a specific deficiency.

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